How to Add Citation Add-ins to Microsoft Word Web Version

1. Log onto portal.office.com with your student email address.

2. Once you are logged on, click on the Word icon on the left hand side.
3. Click on “New blank document”.
4. Click on the Insert tab.

5. Click on Add-ins.
6. Click on My Organization.

7. Click on the desired add-in and click Add.
Office Add-ins

MY ADD-INS | MY ORGANIZATION | ADMIN MANAGED | STORE

- EasyBib Add-In for Office by Chegg Inc.
- Mendeley Cite by Elsevier Ltd.
- RefWorks Citation Manager by ProQuest

Find more add-ins at the Office Store.
8. The Mendeley and EasyBib Add-ins will appear on the menu in the “References” tab.

The RefWorks Citation Add-in will appear as a tab showing as “RCM”.

![Image of References menu with Mendeley Cite and Add Citations options]